

Position Description- Security Electronics Technician

BASIC FUNCTION OF POSITION

The incumbent conducts inspection, installation, maintenance and repair of security equipment and devices. Studies and makes recommendations for ways to improve the effectiveness of the security systems at the U.S. Government facilities and residential properties.

MAJOR DUTIES AND RESPONSIBILITIES

- a. Conducts inspection, installation, maintenance and repair of unclassified technical security equipment and devices at USG residential properties and other USG facilities. 15%
- b. Performs planned preventive, predictive, corrective and breakdown maintenance of the hydraulic vehicle barrier systems and slide gates. Performs troubleshooting and repair to keep these systems operational at all times. Maintains records of maintenance, work schedules and keeps records of spare parts and expendable items required for regular maintenance. 15%
- c. Performs installation, commissioning, troubleshooting and maintenance of CCTV equipment and devices, including configuration of this equipment to meet the specific goals and objectives as described in the Engineering Security Services Report (ESSR) or as directed by the incumbent's designated team leader. 10%
- d. Performs installation, commissioning, upgrade, troubleshooting and repairs of the intrusion alarm system at residential properties, which may include initial survey of houses and instructions to contractor. 10%
- e. Performs maintenance and repair of hard-line doors, viz. power supplies, locking devices, hinges and other door system hardware, and emergency exit package. 10%
- f. Performs troubleshooting, repair, upgrade and installation of Imminent Danger Notification System (IDNS) and Public Address (PA) system viz. master control unit, amplifiers, speakers and power supplies. Performs installation, trouble shooting and repair of the intruder alarm systems at the residential properties. 10%
- g. Performs installation, calibration and maintenance of Walk Through Metal Detectors (WTMD). 5%
- h. Performs repair and maintenance of all deployed makes and models of heavy-duty paper shredders and disintegrators. 5%
- i. With some guidance, performs other duties as directed by designated Electronic Security Coordinator (ESC) supervisor to support the posts' overall technical security programs. Works closely as a team leader with team members to enhance the overall technical security program, in the performance of assigned duties. 10%

- j. Maintains the inventory of all technical security equipment, keeps records of all the components and spares required for the repair, ensures adequate level of stocks at all times and orders the items as and when necessary. Provides regular updates to RSO and ESC concerning status of technical security hardware, software and inventory. Performs any other duties as directed by the RSO to support the staff and/or overall technical security program. 10%